

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

January 1, 1964

CIRCULAR NO. A-30

Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Employees Uniform Allowance Act

1. Purpose. As provided under section 404 of the Act of September 1, 1954, as amended (5 USC 2131, 2133), this Circular prescribes rules for uniform administration under Title IV of the Act which authorizes the furnishing of uniforms or the payment of uniform allowances to civilian employees of the Government. (Authorization for the provision of protective clothing is contained in section 13 of the Act of August 2, 1946 (5 USC 118g).)

This revision of the Circular is effective February 1, 1964, and replaces the revision dated April 16, 1957.

An additional alternative method of payment is authorized in paragraph 6d(4) to enable agencies to pay an employee's annual uniform allowance at the beginning of his second and each succeeding year of service under the Act provided that he is expected to remain during the year in a job entitling him to the allowance. Provision is made for refund of the allowance under certain conditions if he fails to complete the year of service. To effect this change and for purposes of clarity, the provisions of subparagraph c of paragraph 6 relating to methods of payment have been rearranged and now appear in subparagraphs c, d and e of paragraph 6.

2. Coverage of Title IV. Title IV applies to each agency of the Government of the United States or of the District of Columbia, including Government-owned corporations. It authorizes annual appropriations not to exceed \$100 per uniformed employee in order to provide for the furnishing of uniforms at a cost per uniformed employee not exceeding \$100 per annum or the payment of an annual allowance not exceeding \$100 for the acquisition of uniforms to any employee who is required by regulations or by law to wear a prescribed uniform when on official duty. Title IV does not authorize appropriations for the upkeep of uniforms.

3. Use of prior authorization. Where the furnishing of uniforms or the payment of uniform allowances to certain employees is authorized under any other provision of law or regulation existing on September 1, 1954, the agency head, in his discretion, may continue to furnish such

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uniforms or to pay such allowances under the prior authorization, but in that case no uniforms shall be furnished or allowances paid to the same employees under Title IV. The prior authorization and the authorization in Title IV may, however, be used concurrently for different employees in the same agency.

4. General.

a. Review of existing regulations. Whenever the duties of a group of employees subject to the same uniform requirements are materially changed, the head of the agency shall review the agency regulations applicable to the group to determine whether the continued wearing of a uniform is in the best interests of the Government and shall revoke any regulation that he deems unnecessary or unjustifiable.

b. Initiating benefits under Title IV. Whenever the agency head determines that a group of employees shall be required for the first time to wear a uniform, he shall determine whether the best interests of the Government will be served by furnishing uniforms or by paying uniform allowances under Title IV. In making such determination he shall consider (1) the comparative cost to the Government, including administrative expenses, and (2) the comparative advantages to employees. The determination may be effective as of the date made provided an appropriation is then available or, if not then available, at such date as an appropriation is made available.

c. Application of the \$100 annual limitation per employee. The annual period to which the limitation of \$100 per employee applies shall begin with the date on which an employee first becomes eligible for a uniform or a uniform allowance under Title IV.

5. Furnishing uniforms under Title IV.

a. Acquisition of uniforms. Uniforms to be furnished employees under authority of Title IV may be acquired by the agency either through purchase or rental, except that no rental contract may include provision for cleaning or laundry services at Government expense.

b. Standards. Whenever an agency head elects to furnish uniforms under Title IV to any employee, he shall by regulation establish standards governing initial issuances and subsequent replacements. Such standards shall indicate, for each group of employees subject to the same uniform requirements, the quantity of each article of prescribed clothing to be issued initially to each employee, and the conditions and methods of replacement. Standards for initial issuances shall be based on a determination of the reasonable uniform requirements of employees, subject to the limitation that the total cost of uniforms issued by the agency to any employee shall not exceed \$100 per annum.

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c. Control of uniforms. All uniforms purchased by the agency for issuance to employees shall remain the property of the Government, and shall be turned in by employees who no longer require them for official duty. The agency head shall issue regulations providing for suitable responsibility and accountability by employees to whom uniforms are issued.

6. Paying uniform allowances under Title IV.

a. Standards. In order that uniform allowances may, insofar as possible, approximate the actual expenses of employees for acquisition of uniforms, each agency shall develop standards for each group of employees subject to the same uniform requirements. Such standards shall (1) be based on a determination of the average annual uniform requirements of the employee and the current prices of representative suppliers; and (2) provide for an annual allowance of a definite sum, not exceeding \$100, to each eligible employee. Prices on which such cost estimates are based shall be reviewed annually, and the standards adjusted as necessary to reflect changes.

b. Temporary employees or substitutes. The amount payable to a temporary or substitute employee who is otherwise eligible for a uniform allowance shall be determined by adjusting the standard for an annual allowance to take account of any reduced requirements which result from the limited period and nature of employment.

c. Payment for first year of uniformed service. At the discretion of the agency head, an employee entering upon duty in a job subject to the uniform requirements, or whose job is made subject to uniform requirements, may be paid his first annual allowance, or any portion of it, in advance of service, or at the end of the first year or of periods of service within the year, as determined by the agency head.

d. Payment for subsequent years of uniformed service. At the discretion of the agency head, the allowance for each subsequent year may be paid to an employee at the end of the year or of periods of service within the year, as determined by the agency head. In lieu thereof, it may be paid in advance of service under one of the following alternatives:

- (1) On a quarterly basis, or
- (2) At more frequent regular intervals, or
- (3) At any time and in the amount of annual allowance, or portions of it, but not in excess of the cost of articles of uniform purchased on a cash or credit basis, as evidenced by receipts or invoices submitted by the employee, or

(4) At the beginning of a year and in the amount of the annual allowance, regardless of whether articles of uniform had been purchased prior to the payment. This alternative may be authorized only for an employee who is expected to remain during the year in a job subject to the same uniform requirements. If, however, the employee retires, resigns, or for other reasons ceases to remain in a job subject to the same uniform requirements, he shall be entitled to retain one-fourth of the payment for each quarter of the year, or portion of a quarter, during which he remained in the job. The balance of the payment shall be recovered from the employee's salary, lump sum leave payment, or retirement, or by collection otherwise.

e. Refund of advance payments. Except as provided in subparagraph d(4), immediately above, no employee shall be required to make a refund of an advance allowance payment.

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Director